



Indiana Department of Education

SUPPORTING STUDENT SUCCESS

TO: HS Principals and Superintendents

FROM: Melissa Ambre, Director, IDOE Office of School Finance
Matt Fleck, Director, IDOE College & Career Preparation

DATE: September 3, 2010

SUBJECT: New CTE Data Entry Process

A new, electronic process will be used this fall to gather Career and Technical Education (CTE) student enrollment data from Indiana public schools.

In place of completing the paper version of "Form 30A," schools must enter CTE student data on the InTERS electronic data system between September 17th and October 4th only.

Please note:

- To ensure that schools receive full Additional Pupil Count funding for CTE students, **it is imperative that high schools and CTE district personnel share data in the correct format, specified in the InTERS system so that entering errors are avoided.**
- Multiple trainings on the new InTERS enrollment process were offered this summer to Area CTE Districts. A document and webinar explaining the process are available online at <http://www.in.gov/dwd/2403.htm>

If you have specific questions about the new InTERS system or about CTE enrollment data in general, please contact Chris Deaton at 317.233.6697.